

How to Log into Workday

If you **have a work provided device** (computer/phone), access the Workday website. You will not need an additional password, single sign on will allow you to access your profile.

If you **do not have a work provided device**, you will need your Workday Username and Password. You may access the same Workday website; however you will need to enter your Username and Password.

- Usernames – If you do not know your username, contact your HR Operation Specialist or your HR Business Partner to assist with providing the information.
- Employees were sent an email with their log in information check your spam/junk folder. This email was sent directly from Spain in September 2023.

Workday Website:

<https://wd3.myworkday.com/ferrovial/d/home.html>

Workday Open Enrollment Instructions

Access Open Enrollment from your inbox OR from the Awaiting Your Action Tile. Then Click on “Let’s Get Started”.

The image displays two screenshots of the Workday user interface, illustrating the steps to access Open Enrollment.

Top Screenshot: This view shows the main dashboard. At the top, there is a navigation bar with the 'ferrovial' logo, a search bar, and notification icons. Below the header, a large banner image is visible. The main content area includes a 'Good Morning' greeting, the date 'It's Tuesday, October 10, 2023', and a section titled 'Awaiting Your Action'. A red arrow points to the 'Awaiting Your Action' section, which contains a tile for 'Open Enrollment Change: [redacted] on 01/02/2024'. Another red arrow points to the 'Open Enrollment Change' tile. To the right, there is a 'Quick Tasks' sidebar with links for 'My Payslips', 'Time Off Balance', and 'My Goals'.

Bottom Screenshot: This view shows the 'Inbox' section. The top of the inbox has a yellow header. Below the header, there are tabs for 'Actions' and 'Archive'. The 'Actions' tab is selected, showing a list of items. A red arrow points to the 'Open Enrollment Change: [redacted] on 01/02/2024' item. To the right of the list, there is a section titled 'Change Benefits for Open Enrollment' with a 'Let's Get Started' button. A red arrow points to the 'Let's Get Started' button.

Workday Open Enrollment Instructions

Here you will see all the benefits you are eligible for.

Health Care and Accounts

**Medical** [redacted]
United Healthcare HDHP HSA Plan(Group 3, Group 4)
Cost per paycheck \$13.20
Coverage Employee Only
[Manage](#)

**Dental** [redacted]
United Healthcare PPO Low Plan (Group 1, Group 2, Group 3, Group 4)
Cost per paycheck \$6.01
Coverage Employee Only
[Manage](#)

**Vision** [redacted]
Waived
[Enroll](#)

**Health Savings Account** [redacted]
Waived
[Enroll](#)

**Healthcare FSA** [redacted]
Waived
[Enroll](#)

**Dependent Care FSA** [redacted]
Waived
[Enroll](#)

Insurance

**Group Term Life/AD&D** [redacted]
Prudential (Employee)
Cost per paycheck Included
Coverage \$50,000
[Manage](#)

**Voluntary Life - Employee** [redacted]
Waived
[Enroll](#)

**STD** [redacted]
Waived
[Enroll](#)

**LTD** [redacted]
Waived
[Enroll](#)

**Critical Illness - Employee** [redacted]
Waived
[Enroll](#)

**Voluntary Life - Spouse** [redacted]
Waived
[Enroll](#)

**Voluntary Life - Child(ren)** [redacted]
Waived
[Enroll](#)

**Critical Illness - Spouse** [redacted]
Waived
[Enroll](#)

**Critical Illness - Children** [redacted]
Waived
[Enroll](#)

Additional Benefits

**Hospital Indemnity** [redacted]
Waived
[Enroll](#)

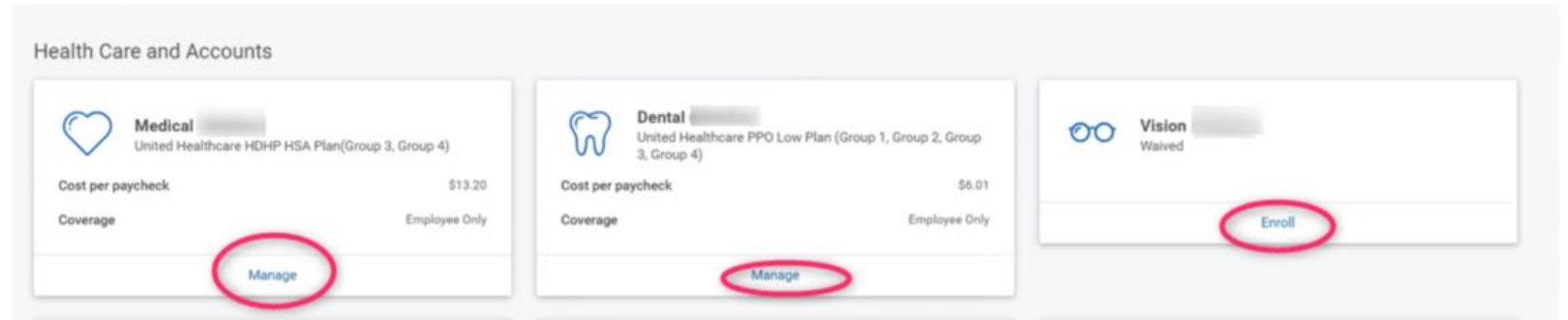
**Identity Theft** [redacted]
Waived
[Enroll](#)

**Accident** [redacted]
Prudential
Cost per paycheck \$3.23
Coverage EE
[Manage](#)

Workday Open Enrollment Instructions – Medical, Dental, Vision

Click on “Enroll” or “Manage” to make your changes

(manage will display after you’ve made a change to the benefit or if you’re already enrolled)



Select or Waive the Benefit Option, then click “Confirm and Continue”

Medical (Webber)

Projected Total Cost Per Paycheck
\$22.44

Plans Available

Select a plan or Waive to opt out of Medical (Webber). The displayed cost of waived plans assumes coverage for Employee Only.

2 items

*Selection	Benefit Plan Details	You Pay (Weekly)	Company Contribution (Weekly)
☐ Select ☒ Waive	United Healthcare EPO Base Plan (Group 3, Group 4)	\$68.20	\$0.00
☒ Select ☐ Waive	United Healthcare HDHP HSA Plan(Group 3, Group 4)	\$13.20	\$0.00

Health Care Instructions

Important Information

When you select Medical (Webber) - United Healthcare HDHP HSA Plan(Group 3, Group 4), you can also select Health Savings Account (Webber) - Optum Bank. If you waive any of these: Medical (Webber) - United Healthcare HDHP HSA Plan(Group 3, Group 4), Workday automatically waives any of these: Health Savings Account (Webber) - Optum Bank.

Confirm and Continue Cancel

The enrollment process for medical, dental and vision is the same.

Workday Open Enrollment Instructions – Adding a Dependent

You can add a dependent if applicable. Select Add New Dependent, then click “Save”. Then Click “OK” on the pop up box.

Medical (Webber) - United Healthcare HDHP HSA Plan (Group 3, Group 4)

Projected Total Cost Per Paycheck
\$22.44

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck \$13.20

Add New Dependent

Save **Cancel**

Medical (Webber) - United Healthcare HDHP HSA Plan (Group 3, Group 4)

Projected Total Cost Per Paycheck
\$22.44

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage * Employee Only

Plan cost per paycheck \$13.20

Add New Dependent

Save **Cancel**

Add My Dependent From Enrollment

Instructional Text
Click OK to add dependents.

OK **Cancel**

Workday Open Enrollment Instructions – Adding a Dependent

Complete all of the required fields, which are noted with a red asterisk. Best practice is to add SSN for all dependents if you have them.

Add My Dependent From Enrollment

Name

Country* × United States of America

Prefix

First Name*

Middle Name

Last Name*

Suffix

Personal Information

Relationship*

Date of Birth* MM/DD/YYYY

Age (empty)

Gender*

Citizenship Status

Country of Birth

Region of Birth

City of Birth

Full-time Student ☐

Student Status Start Date

National IDs

Click the Add button to enter one or more National Identifiers for this dependent.

Add

Address

Use Existing Address × 1407 Wrotham Ln. for Jose R. Ortiz, Jose R Ortiz

Country* United States of America

Address Line 1 1407 Wrotham Ln.

Address Line 2

City Channelview

State Texas

Postal Code 77530

County

Phone & Email

Country Phone Code United States of America (+1)

Phone Number (281) 452-4488

Phone Extension

Email Address

Save

Cancel

Workday Open Enrollment Instructions – Adding a Dependent

IMPORTANT – After you have added your dependent, be sure the blue box next to the dependent is checked to add them to coverage, then click “Save”.

Medical - United Healthcare HDHP HSA Plan(Group 3, Group 4)

Projected Total Cost Per Paycheck
\$59.24

Dependents

Add a new dependent or select an existing dependent from the list below.

Coverage

★ Employee + Spouse

Plan cost per paycheck

\$50.00

Add New Dependent

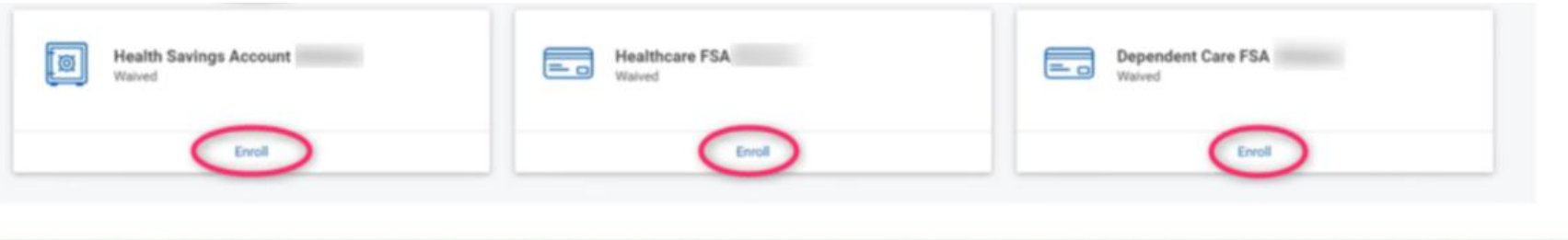
1 item

Select	Dependent	Relationship	Date of Birth
☒	Lauren	Spouse	01/01/1960

Save

Cancel

Workday Open Enrollment Instructions – FSA / HSA

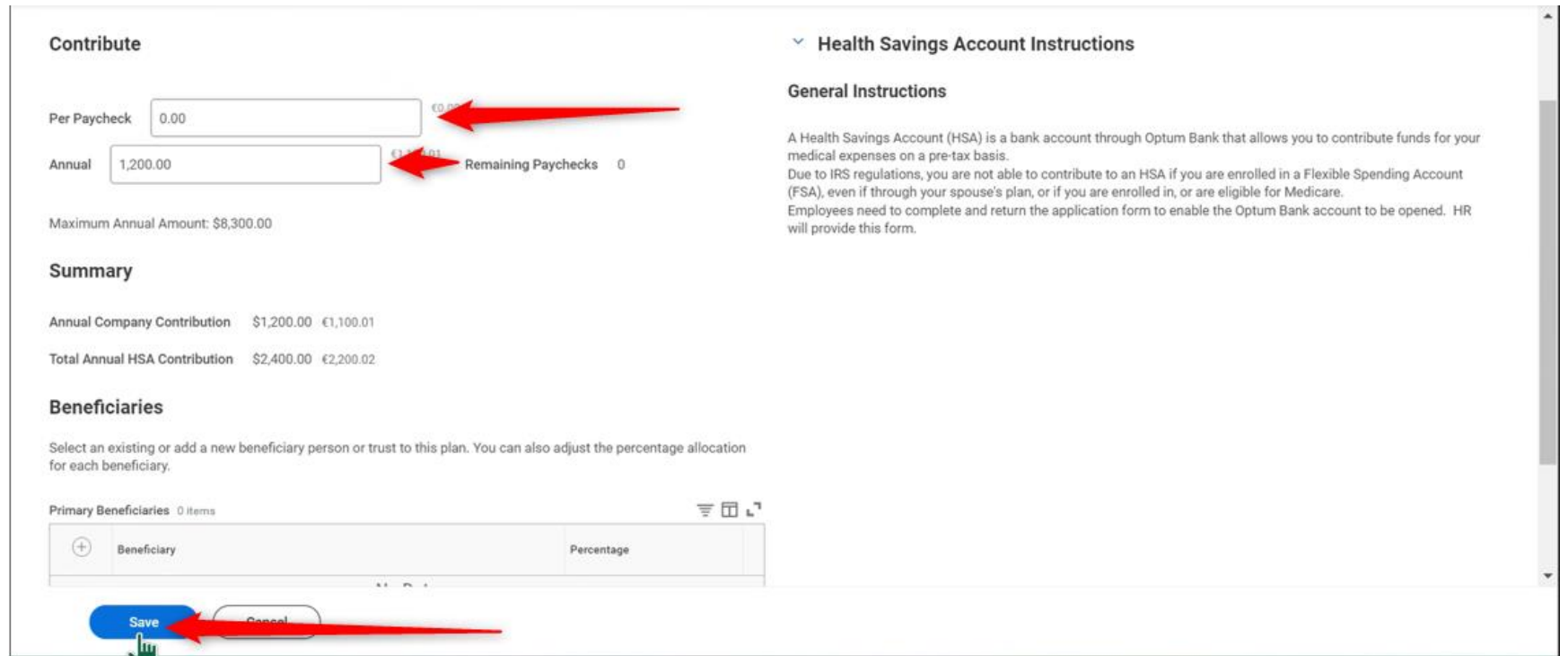


The image shows three side-by-side enrollment cards. Each card has a blue icon, a title, a status, and a red-circled 'Enroll' button at the bottom.

- Health Savings Account**: Status: Waived. Enroll button circled in red.
- Healthcare FSA**: Status: Waived. Enroll button circled in red.
- Dependent Care FSA**: Status: Waived. Enroll button circled in red.

For the Health Saving Account or Flexible Spending Account, you can elect the per pay period amount or the annual amount you would like withheld. Click “Save”.

If you are enrolled in the HD1 or HD2 you will be auto enrolled into the Health Saving Account, you may elect an additional contribution. If you are enrolled in the EPO1 or EPO2 you may enroll in the Healthcare FSA. You cannot elect both.



The screenshot shows the 'Contribute' section of the Workday Open Enrollment form for the Health Savings Account. It includes input fields for 'Per Paycheck' and 'Annual' contributions, a 'Summary' table, and a 'Beneficiaries' section. Red arrows point to the 'Enroll' button in the top right, the 'Annual' input field, and the 'Save' button at the bottom.

Contribute

Per Paycheck: 0.00 €0.00
Annual: 1,200.00 €1,100.01 Remaining Paychecks: 0

Maximum Annual Amount: \$8,300.00

Summary

	\$	€
Annual Company Contribution	\$1,200.00	€1,100.01
Total Annual HSA Contribution	\$2,400.00	€2,200.02

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Primary Beneficiaries: 0 items

Beneficiary	Percentage

Save **Cancel**

Health Savings Account Instructions

General Instructions

A Health Savings Account (HSA) is a bank account through Optum Bank that allows you to contribute funds for your medical expenses on a pre-tax basis. Due to IRS regulations, you are not able to contribute to an HSA if you are enrolled in a Flexible Spending Account (FSA), even if through your spouse's plan, or if you are enrolled in, or are eligible for Medicare. Employees need to complete and return the application form to enable the Optum Bank account to be opened. HR will provide this form.

Workday Open Enrollment Instructions – Group Term Life/Adding a Beneficiary

Group Term Life Insurance is an Employer Paid benefit that requires a Beneficiary. You **MUST** add a Beneficiary to complete your enrollment.

Group Term Life/AD&D

Projected Total Cost Per Paycheck
\$59.24

Plans Available

1 item

*Selection	Benefit Plan Details	You Pay (Weekly)	Company Contribution (Weekly)
☒ Select ☐ Waive	Prudential (Employee)	Included	\$1.27

Confirm and Continue **Cancel**

Click the Plus (+) sign to add a beneficiary. Once you add a beneficiary, they will display here for all plans requiring a beneficiary, then select the type of beneficiary.

Coverage

Calculated Coverage \$50,000.00 €45,833.72

Coverage \$50,000

Plan cost per paycheck Included

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiary

- Existing Beneficiary Persons
- Existing Trusts
- Add New Beneficiary or Trust
- Search

Percentage

0

Secondary Beneficiaries 0 items

Beneficiary	Percentage
No Data	

Workday Open Enrollment Instructions – Group Term Life/Adding a Beneficiary

Click “Continue”.

Add New Beneficiary or Trust

A beneficiary is the person or entity you name to receive this benefit. A trust is an arrangement that allows a third party, or trustee, to hold assets on behalf of a beneficiary or beneficiaries.

Would you like to add a new beneficiary or trust?

☒ Add New Beneficiary

☐ Add New Trust

Continue **Cancel**

Complete all of the required fields, which are noted with a red asterisk. Click “Ok”.

Add New Beneficiary or Trust

Relationship *

Use as Beneficiary ☒

Date of Birth MM/DD/YYYY

Age (empty)

Gender

Allow Duplicate Name ☐

Legal Name **Contact Information** **National IDs** **Additional Government IDs**

Country * United States of America

Prefix

First Name *

Middle Name

Last Name *

Suffix

Select the benefit percentage (must equal 100%), add any Secondary Beneficiaries (optional) and click “Save”.

Group Term Life/AD&D - Prudential (Employee)

Projected Total Cost Per Paycheck \$59.24

Coverage

Calculated Coverage	\$50,000.00	\$45,833.72
Coverage	\$50,000	
Plan cost per paycheck	Included	

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

Beneficiary	Percentage
Julia	100

Secondary Beneficiaries

Save **Cancel**

Workday Open Enrollment Instructions – Voluntary Life

If you wish to elect Spouse or Child coverage, you must elect Employee Voluntary Life. Evidence Of Insurability will be required for amounts over the Guaranteed Issue.

Insurance

Group Term Life/AD&D (Webber)
Prudential (Employee)
Cost per paycheck Included
Coverage \$50,000
Manage

Voluntary Life - Employee (Webber)
Waived
Enroll

STD (Webber)
Waived
Enroll

LTD (Webber)
Waived
Enroll

Critical Illness - Employee (Webber)
Waived
Enroll

Voluntary Life - Spouse (Webber)
Waived
Enroll

Voluntary Life - Child(ren) (Webber)
Waived
Enroll

Critical Illness - Spouse (Webber)
Waived
Enroll

Critical Illness - Children (Webber)
Waived

Select the coverage amount.
Then click the Plus (+) sign to
add your beneficiary and Select
the benefit percentage.
Click “Save”.

Voluntary Life - Employee - Prudential (Employee)

Projected Total Cost Per Paycheck
\$59.24

Coverage

Calculated Coverage
Coverage \$220,000.00
Plan cost per paycheck \$24.02

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiaries 0 items

+ Beneficiary

Secondary Beneficiaries 0 items

Coverage

Your guaranteed coverage amount for Voluntary Life - Employee - Prudential (Employee) is \$0. Submit your Evidence of Insurability to Prudential to be considered for coverage.

Calculated Coverage \$220,000.00
Coverage \$220,000.00
Plan cost per paycheck \$24.02

Beneficiaries

Select an existing or add a new beneficiary person or trust to this plan. You can also adjust the percentage allocation for each beneficiary.

*Primary Beneficiaries 0 items

+ Beneficiary

Secondary Beneficiaries 0 items

Save

Workday Open Enrollment Instructions – Other Supplemental Benefits

The image shows a grid of six supplemental benefit enrollment cards. Each card has a title, a status (e.g., 'Waived', 'REVIEWED'), and an 'Enroll' button at the bottom. Red circles are drawn around the 'Enroll' buttons on the following cards:

- LTD - Employee
- Critical Illness - Employee
- Voluntary Life - Spouse
- Voluntary Life - Child(ren)
- Critical Illness - Spouse
- Critical Illness - Children

Click “Enroll” for the Supplemental Benefit(s) you’d like to enroll in.
Make your selections, then Click “Confirm and Continue”.
Then click “Save”.

Critical Illness - Employee

Projected Total Cost Per Paycheck
\$59.24

Plans Available

Select a plan or Waive to opt out of Critical Illness - Employee

1 item

*Selection	Benefit Plan Details	You Pay (Weekly)	Company Contribution (Weekly)
☐ Select	Prudential (Employee)		

Confirm and Continue Cancel

Critical Illness - Employee - Prudential (Employee)

Projected Total Cost Per Paycheck
\$64.82

Coverage

Calculated Coverage	\$20,000.00	€18,333.49
Coverage	\$20,000	
Plan cost per paycheck	\$5.58	€5.12

Insurance Instructions

General Instructions

Critical Illness Insurance provides you with a lump-sum cash benefit in the event you or a loved one is diagnosed with a covered illness. To enroll, click on the option next to the plan which represents your election. Include dependents to be included for coverage.

Save Cancel

Workday Open Enrollment Instructions – Review your Elections

Once you have completed your enrollment, scroll to the bottom of the page and click “Review and Sign”. You can also Save and Complete Later; however this will not Submit your enrollment.

Review your elections, if everything is correct, click “Submit”.

REVIEWED Voluntary Life - Child(ren) [Redacted] Waived [Enroll](#)

UPDATED Critical Illness - Spouse [Redacted] Prudential (Spouse) [Manage](#)

Cost per paycheck \$10.52
Coverage \$10,000

Additional Benefits

REVIEWED Hospital Indemnity ([Redacted]) Waived [Enroll](#)

UPDATED Identity Theft [Redacted] LifeLock Ultimate Plus [Manage](#)

Cost per paycheck \$3.92
Coverage EE +Family

[Review and Sign](#) [Save for Later](#)

View Summary

Projected Total Cost Per Paycheck
\$79.26

You have elected coverage under this plan. Please review the summary information above and press Confirm if it is correct. To make changes, press Back. To skip this step, press Cancel.

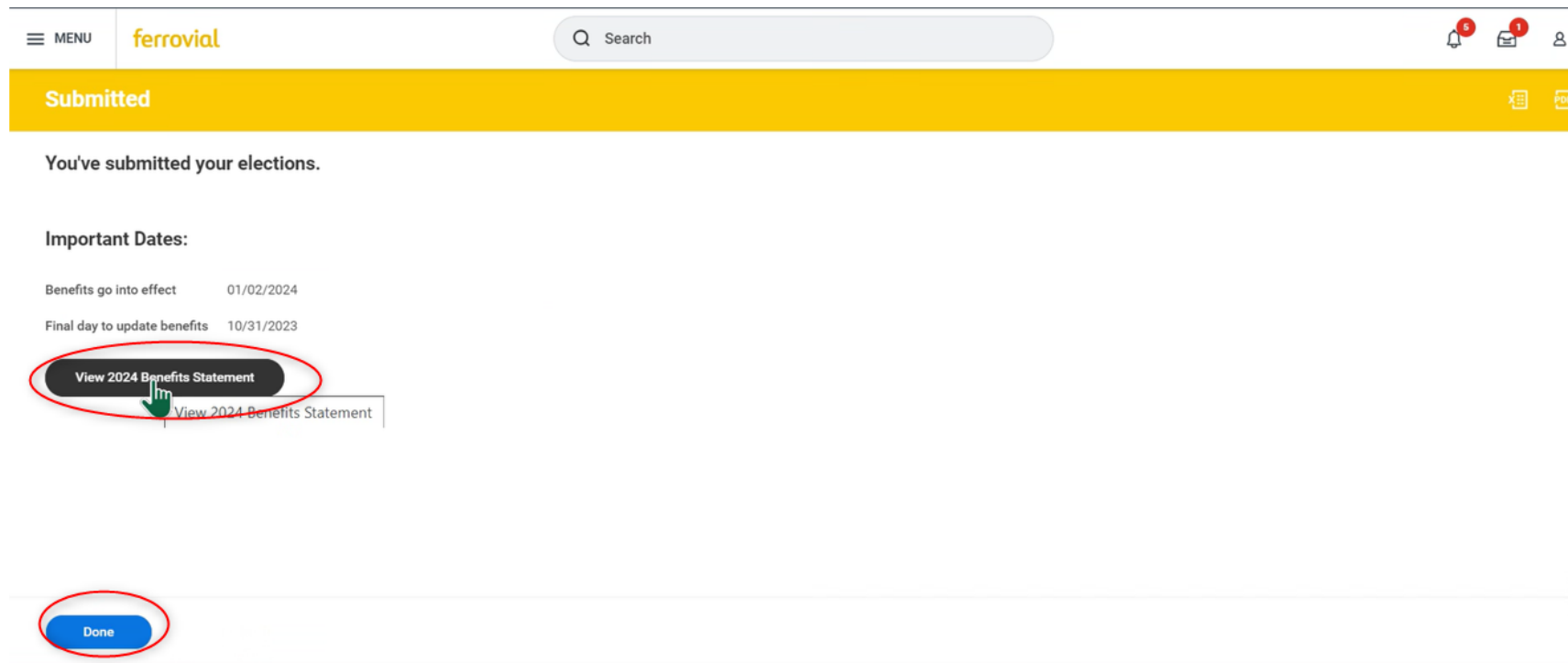
Selected Benefits 8 items

Plan	Coverage Begin Date	Deduction Begin Date	Coverage
Medical [Redacted] United Healthcare HDHP HSA Plan (Group 3, Group 4)	01/02/2024	01/02/2024	Employee + Spouse
Dental [Redacted] United Healthcare PPO Low Plan (Group 1, Group 2, Group 3, Group 4)	01/01/2023	01/01/2023	Employee Only
Health Savings Account [Redacted] Optum Bank	01/01/2023	01/01/2023	\$1,200.00 Annual
Group Term Life/AD&D [Redacted] Prudential (Employee)	01/01/2023	01/01/2023	\$50,000

[Submit](#) [Cancel](#)

Workday Open Enrollment Instructions – Benefits Statement

A Confirmation screen will display, It is **HIGHLY RECOMMENDED** that you **SAVE a copy of your 2025 Benefits Statement**. If an error occurs after enrollment, you will be asked to provide your Benefits Statement. Errors cannot be corrected without this documentation.



Workday Open Enrollment Instructions - Additional Changes

If you decide after you submit your open enrollment elections to make additional changes, you can do so until Open Enrollment ends on November 18th. To access the Open Enrollment, Click the “Menu” Icon.

Select the “Benefits” tab, then “Change Open Enrollment”.

